

Civil Service Commission Minutes

Cincinnati, Ohio

December 5, 2013

The Civil Service Commission met in regular session in Room 307, City Hall on Thursday, December 5, 2013. Commissioners in attendance were Mr. James Robinson, Chair; Ms. Deborah Gaines; and Mr. Robert Braddock. Commission staff present included Ms. Georgetta Kelly, Civil Service Secretary, Ms. Arnell Jackson, Civil Service Secretary Designee and Ms. Seeta Martindale, Recording Secretary.

Since minutes from the November 21, 2013 meeting were circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved with recommended changes.

HEARINGS

The hearing for Curtis Boykins concerning his suspension from the Water Works Department was adjourned until December 12, 2013 at 9:00 a.m.

SPECIAL EXAMINERS

- Gerald Checco and Stacie Martin for the Turf Manager (Parks) promotional exam
- Cheryl Watson, Doris Simmons and Stephen Pacella for the Service Area Coordinator promotional exam

PLANNING AND BUILDINGS

Request from the Planning and Buildings Department for the promotion without exam of Yvonne Niles from a Clerk Typist 3 to a City Planning Technician 1

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Niles served one year as a Clerk Typist 3 in the Permit Center as a part of the City Planning Technician classification series feeder pool.

HEALTH

Request from the Health Department for the exceptional appointment of Amanda Pfirman Public Health Nurses 2

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Pfirman is qualified with a State License as a Registered Nurse and the Commission previously approved this title for exceptional appointment.

Request from the Health Department for the exceptional appointment of Preeti Mehta as a Nurse Practitioner

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Mehta is qualified with a State License as a Nurse Practitioner and the Commission previously approved this title for exceptional appointment.

Request from the Health Department for the promotion without exam of Mary Beth Kramer, Alexandra MacPherson, Ashish Budev, Millie Olds and Joseph Wolf from Sanitarians-in-Training to Sanitarians

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact all have received their State license as Sanitarians.

METROPOLITAN SEW DISTRICT

Request from the Metropolitan Sewer District for the transfer of Daniel Lohmann, Administrative Technician in the City Manager/Parking Facilities Division to the Metropolitan Sewer District

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

POLICE

Request from the Police Department for the exceptional appointment of Tiffaney Hardy as a Supervising Management Analyst (Communications)

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Hardy meets the minimum qualifications for the Non-Represented (Division 8) classification and the Commission previously approved this title for exceptional appointment.

Request from the Police Department for the promotion without exam for Jennifer Corcoran Gullucci from a Clerk Typist 1 to a Clerk Typist 2

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Gullucci has successfully completed one year as a Clerk Typist 1 and is eligible for the automatic promotion to Clerk Typist 2 as approved in the classification specification.

Request from the Police Department for the transfer of Yolanda Scott-Graham, Clerk Typist 3 from the City Manager/Emergency Communications Center to the Police Department

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

PUBLIC SERVICES

Request from the Public Services Department for the exceptional appointment of Christopher Nierlich as an HVAC Specialist

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Nierlich meets the minimum qualifications for the Trade (Division 3) position and the Commission previously approved this title for exceptional appointment.

TRANSPORTATION AND ENGINEERING

Request from the Department of Transportation and Engineering for the temporary promotion of Jon Childress, Roy Jones and Jeffrey Wilhoit from Supervising Engineers to Principal Engineers on a rotating basis based on CSC Rule 10, Section 10

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the temporary promotions are needed until the position(s) can be filled in order to provide continued services due to the recent retirements. Mr. Childress, Mr. Jones and Mr. Wilhoit all meet the minimum qualifications for the temporary promotion to the classification.

WATER WORKS

Request from the Water Works Department for the exceptional appointment of Clifford Sevier as a Painter

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Sevier meets the minimum qualifications for the Trade (Division 3) position and the Commission previously approved this title for exceptional appointment.

AGENDA ITEMS

Request from the Board of Education to administer the Lead Secretary exam on an alternate test date for Tonya Barnett

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Barnett's appeal for an alternate test date is because of illness, injury or religious belief and CSC Rule 10, Section 11 allows for an alternate test date for such reasons.

Request from Matthew Grant to appeal his disqualification from the Police Recruit Selection Process

The staff recommended denial of the request. After review and discussion, the Commission denied the request based on the approved Disqualification criteria and Mr. Grant's own admissions/omissions.

Request from Scott Sallee to file a late application for the Fire Lieutenant exam

The staff recommended denial of the request. After review and discussion, the Commission denied the request based on CSC Rule 05, Section 2, whereby Mr. Sallee failed to complete a formal application prior to the closing date of the job posting for the promotional examination.

Classification study submitted by the by the Board of Education for Barbara Stenson, Senior Support Specialist in the Board of Education/Human Resources Department

The staff recommended approval of the findings of the classification study. After review and discussion, the Commission approved the recommendation. The decision was based on the fact that the findings of the classification study showed Mr. Stenson to be properly classified.

Classification study submitted by the Human Resources Department for Pamela Shaw, Administrative Technician in the Public Services Department

The staff recommended approval of the findings of the classification study. After review and discussion, the Commission approved the recommendation to reclassify the position and the incumbent to an Administrative Specialist. The decision was based on the fact that the work being performed is at the higher classification. Ms. Shaw meets the minimum qualifications and is currently performing the higher level duties of the classification.

Classification study submitted by the Human Resources Department for Ronald Wilson, Senior Accountant with the City Manager/Retirement Division

The staff recommended approval of the findings of the classification study. After review and discussion, the Commission approved the recommendation to reclassify the position and the incumbent to a Supervising Management Analyst. The decision was based on the fact that the work being performed is at the higher classification. Mr. Wilson meets the minimum qualifications and is currently performing the higher level duties of the Non-Represented classification.

Request for approval of new and/or revised classifications specifications:

Board of Education

- None

City of Cincinnati

- Senior Human Resources Analyst – Exceptional (*Non Represented classification with peculiar qualifications and confidentiality of work performed per CSC Rule 08, Section 03*)
- Plant Maintenance Specialist (New) – Promotional
- Public Vehicle Investigator – Open/Promotional
- City Planning Technician II – Promotional
- Director of Water & Sewers (New) - Unclassified
- Deputy Director of Water & Sewers (New) – Unclassified

After review and discussion, the Commission approved the request for the approval of the classification specifications.

Request from the Health Department to add the position of Supervising Epidemiologist to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed position is consistent with the recommended classification. The department will delete a Public Health Nurse 2 from the table of organization.

Request from the Department of Trade and Development to add the position of Development Officer to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed position is consistent with the recommended classification.

Request from the Water Works Department to add the positions of Director of Water and Sewers and Deputy Director of Water and Sewers to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed position is consistent with the recommended classification. The department will delete a Director of Water Works from its table of organization.

Request from the Metropolitan Sewer District to add the position of Deputy Director of Water and Sewers to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed position is consistent with the recommended classification. The department will delete a Director of Metropolitan Sewer District from its table of organization.

DECISIONS: ITEMS PREVIOUSLY UNDER ADVISEMENT

➤ **The appeal by David Weitzel from the Fire Department regarding using the Z-Scoring method for grading the Fire Captain promotional examination**

The Commission took the matter under advisement. (Exhibits entered into the record for David Weitzel are Exhibit #E1A, B, C through Exhibit #E53. Exhibit entered into the record for the City of Cincinnati is Exhibit #C1).

➤ **Classification Studies on Plant Maintenance Worker, Facility Maintenance Specialist and Building Maintenance Worker positions at the Metropolitan Sewer District re-submitted by Human Resources**

The staff again reported on the status/progress of the committee, which was established per the request of the Commission to comprise of members from labor and management to work on a recommendation to be submitted to the Commission for consideration. The committee will continue to hold further meetings and shall provide updates on the progress of this matter to the Commissioners.

Hearing Decisions Pending

None

Hearing Appeals to be scheduled:

Joseph Lee
Veronica Barnes
Robert DeBonis
Anthony Axle
Erika A Longstreth (Board of Education)
Vinson Key
Jeff Stallworth
Daryl Ross